SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and by handling clerical and minor administrative duties. The employee of this class acts as receptionist for the Chief's office, keeps records for the Fire Chief, types records and reports, and assists with financial management duties. The Secretary to the Fire Chief performs routine duties independently, with instruction for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief who directs and reviews work of this class.

EXAMPLES OF WORK
<u>Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.</u>

Places telephone calls for the Fire Chief. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Keeps records of the schedule and notifies the Chief of appointments, meetings, or other scheduled events.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Processes outgoing mail and interdepartmental correspondence. Takes dictation and transcribes from longhand notes. Proofreads typed material and corrects errors. Composes business letters using correct grammar and punctuation.

Sets up a filing system and revises the system when necessary. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically or numerically.

Operates a word processor or a computer terminal in order to enter or retrieve information from files. Operates a copying or duplicating machine. Operates a calculator or adding machine.

Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports.

Keeps accounting records of department money and assets. Compiles information to be used in developing the departmental operating budget. Makes calculations necessary to compute payroll, and prepares payroll records. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll.

Maintains the inventory of supplies and equipment for an assigned division. Prepares purchase requisitions according to department procedures.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS
Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Must establish and maintain residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while employed with the city of Opelousas.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type forty-five (45) words per minute.

                              EITHER

A minimum of six (6) months clerical experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing and/or computer database application.

                                OR

Vocational/Technical certification in the operation of a computer terminal utilizing a word processing and/or computer database application.

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